



New Jersey Department of Children and Families Policy Manual

Manual:	CON	Contracting	Effective Date:
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Subchapter:	8	General Management Standards and Information	
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I. PURPOSE

The purpose of this policy is to inform Provider Agencies and Departmental Components about the State's annual business reporting requirements once a Provider Agency has filed their incorporation papers with the State of New Jersey.

II. SCOPE

This policy applies to all contracts entered into by the Department with profit corporations (domestic and foreign), as well as, all limited partnerships, limited liability companies, and limited liability partnerships.

This policy does not apply to governmental entities or non-profit organizations.

III. POLICY AND PROCEDURES

In accordance with N.J.S.A. 52:32-44 et seq., all profit corporations (domestic and foreign), as well as, all limited partnerships, limited liability companies, and limited liability partnerships must submit annual reports and associated fees (annual business registration) each year commencing with the year after their date of incorporation.

Unincorporated businesses, businesses owned by individuals or general partnerships, governmental entities, or non-profit organizations do not have to file for incorporation or register their business annually.

Please note that no State agency (the Department) can contract with a Provider Agency (excluding governmental entities and non-profit organizations) if the Provider has not filed for its incorporation papers or filed its annual business registration commencing with the year after becoming incorporated. Furthermore, no Provider

Agency that has a Contract with the Department shall enter into any subcontract unless the subcontractor can demonstrate that it is incorporated or its annual business registration is current (does not apply to governmental entities and non-profit organizations).

Background

Annual business reporting is a prerequisite for maintaining active business status. Annual reports contain vital business census data; addresses, officer/director information, etc., which is used to update the State's public records system. This public information represents the core of the State's corporate/business status reporting system. The commercial, financial and legal sectors rely heavily on this reporting system for service of process and credit checks; while the data collected assists in providing a uniform and reliable source of contact information. In addition, this business information integrates with all of the Treasurer's public records systems and serves as a mechanism for updating corporation office and agent registration changes. It is important that businesses comply with annual business report requirements given the overall significance the information provides to the State's public records system.

In accordance with State law, incorporated businesses that fail to file annual reports for two consecutive years will have their business registration revoked. If an entity's business registration is revoked, it may be reinstated by submitting the appropriate forms and fees.

Further information regarding registration, fees, forms, and reporting can be obtained from:

NJ Treasury Department
Division of Revenue
Phone: (609) 292-9292
Internet: www.state.nj.us/njbgs

Commissioner